

EMERGENCY MANAGEMENT DIRECTOR

General Definition of Work:

Performs difficult advanced protective service and responsible executive work overseeing the County's Emergency Management Department, including the Fire Marshal's Office. Supervision is exercised over department staff. Work is performed under general supervision of the Deputy County Manager.

Essential Functions:

- Planning, developing and providing Emergency Management Programs, fire inspections, arson investigations, public education, training, hazardous materials and other related services and programs.
- Responsible for directing, training, evaluating staff and has substantial influence in hiring and employment decisions.
- Responsible for developing, managing, and overseeing annual department budget.
- Oversees comprehensive emergency management program inclusive of response, grants, plans, and other related duties.
- Manages Emergency Operations Center during natural/man-made disasters, coordinating county-wide response efforts.
- Developing and maintaining appropriate reports, records and files.

Typical Tasks:

- Works with local, state and federal officials to plan, respond and perform recovery efforts for emergency situations.
- Facilitates risk and vulnerability evaluations countywide to plan for needs and provide direction for expenditure of grant monies.
- Serves as liaison officer for other local, state and federal governments.
- Provides direction to Fire Marshal to assist fire departments with maintaining minimum state and insurance standards, development of standard operating procedures, coordination of department training, purchase of new equipment and testing of equipment.
- Responds to major incidents and supports the officer in charge with technical information, strategies and resources needed in coordinating scene activities.
- Addresses civic, community and church organizations.
- Compiles/completes detailed reports for emergency responses and state/federal grant requirements.
- Reviews and provide direction for rural fire department budgeting.
- Maintains and facilitates updating and implementation of emergency plans and procedures.
- Provides direction to local agencies for special event planning.
- Reviews and provides subject matter expertise to public and private agency emergency planning processes.
- Attends meetings as required or assigned.
- Performs related tasks as required.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge, Skills and Abilities:

Thorough knowledge of Emergency Management practices and principles; of modern fire suppression, prevention, education, investigation and inspection practices and principles; of safety regulations; and of federal, state, and local laws relating to emergency management and fire marshal responsibilities. Knowledge of effective management and supervisory practices. Ability to organize workflow and coordinate activities. Working knowledge of office equipment and computers and applicable software applications. Ability to multi-task, handle emergency situations, solve problems, and make decisions with the scope of responsibility; to communicate effectively orally and in writing; to prepare and maintain accurate records and reports; to establish and maintain effective working relationships with associates, subordinates, and the general public; and to attend work regularly.

Education and Experience:

Requires graduation from an accredited four-year college or university with a major in emergency management, public administration, planning or a related field supplemented by formal training in Emergency Management, fire prevention methods and techniques, and considerable experience in emergency services. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and wearing a self-contained breathing apparatus. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Position is subject to the State Personnel Act. Possession of Associate Emergency Management Certification from NC Emergency Management required (AEM). Ability to obtain NC Certified Emergency Management (CEM) from NC Emergency Management within 5 years of employment. Possession of an appropriate valid North Carolina driver's license. Position is essential as defined by the Inclement Weather Plan. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

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